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Meets Accreditation Standard:	

Section 500.80 Attendance and Work Policy Guidelines

Work Week

Employees of the Shively Police Department are on an hourly workday, workweek schedule. Unless absolutely necessary and without authorization, members shall not exceed their work schedule. The workweek is confined to the starting hour of the first shift on the first day of the new pay period through the end of the last shift on the last day of the pay period.

All personnel are considered to be on an 80 (eighty) hour pay period.

Time Clock

Employees of the Shively Police Department are only authorized to punch in and out on their time card only. **No one** is permitted to punch in or out for another employee. If a Shively Police Department employee violates this policy, **disciplinary action including dismissal shall occur**. The only alteration to an employee's time card will be if the Sergeant/OIC has to write the employee in or out due to that employee being on a run, or clearing from a run.